

LMB Active Shooter/Critical Threat Procedure

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. In a library setting, patrons may look to staff to assist them and ensure their safety.

EMPLOYEE ACTION

If staff is alerted to an active shooter event (by noise, alarm or camera), that person should attempt to communicate the immediate vicinity of the occurrence. Use of the phone / Hotline system will inform building occupants that an event is in progress and signal departments to take action.

If you are in the path of an active shooter, **Act Immediately**. The main priority in an event is to prevent harm to victims.

RUN

- activate duress alarm, call 328-9963 if possible (multiple contacts to law enforcement are encouraged – providing them with as much info as possible)
- evacuate using a planned escape route (reference & become familiar with evacuation procedures & suggested routes to utilize for escape from your work area) Note: All windows that can be utilized for escape on ground and 1st floors of LMB will have a hex key/allen wrench on the window sill
- leave belongings behind, keep hands visible while exiting building

HIDE

- locate safe area (out of shooter's view)
- lock door, block or barricade entry
- silence phone, remain quiet
- evacuate if opportunity arises

FIGHT

- improvise weapons
- act aggressively, commit to action
- attempt to incapacitate shooter

LAW ENFORCEMENT RESPONSE

- Law enforcement (from multiple agencies) will immediately respond to and neutralize the threat.
- The Assurance NM notification system will be activated as quickly as possible.
- Lock down/shelter in place orders given.
- The lock down and shelter in place orders will be issued by the Highway Patrol in conjunction with Facility Management.

LOCK DOWN - does not necessarily mean there is a direct or specific threat against the Capitol or a person. The order may be issued in response to events or circumstances in the community, region, or state.

- Exterior doors are locked.
- NDHP troopers or other law enforcement personnel will be positioned at entrances.

- The lock down may apply to all buildings on campus, or to a specific building, depending on the threat.
- Business will still be conducted within the Capitol complex buildings.

SHELTER IN PLACE - order would be given when there is an immediate life-threatening situation on the Capitol grounds such as an active shooter.

- Employees and visitors should proceed to the nearest secure area, silence phones, and await further instruction.
- The shelter in place order will be given if there is an imminent threat in the area in which the order is given.
- Those sheltering in place should remain in their location until they are given the all clear by law enforcement, either in person or over the Assurance NM system.
- Law enforcement may remove people from the affected area room by room.
- A shelter in place order may be given for the entire Capitol complex, or it may be given for a specific building or buildings.
- Shelter in place will generally be used in conjunction with a lock down.

The majority of active shooter events last less than fifteen minutes. Police / first responders on scene will focus their attention on containing and disarming the threat. Additional teams will then assist with medical attention, secondary evacuation and questioning & interviewing witnesses.

Do not vacate the scene / area of an event until instructed to do so by law enforcement.

POLICY STATEMENT RE FIREARMS ON CAPITOL GROUNDS

Pursuant to the authority granted Facility Management under NDCC 54-21-18 and in compliance with NDCC 62.1-02-05, no person, except for law enforcement and military personnel, shall be in possession of a firearm as defined in NDCC 62.1-01-01 (3) while on the Capitol grounds or in any building on the Capitol grounds without prior written approval and authorization from Facility Management.

In compliance with NDCC 62.1-02-13 A public or private employer may not: Prohibit any customer, employee, or invitee from possessing any legally owned firearm, if the firearm is lawfully possessed and locked inside or locked to a private motor vehicle in a parking lot and if the customer, employee, or invitee is lawfully in the area.